

EMERGENCY PLAN

FOR 2769 TEEPEE DRIVE, STOCKTON, CA 95205

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I. General Information

A. Purpose

The purpose of the Emergency Plan is to ensure the safety of all persons in the 2769 Teepee Drive, Stockton building during an emergency and to comply with Title 8, California Code of Regulations, Section 3220. It is also to establish a continuing state of emergency preparedness. The goals of this Emergency Plan are to:

- Protect lives
- Prevent Injury
- Protect Property
- Preserve organizational structure
- Ensure continuity or early resumption of essential services.

B. Description of This Facility

ARB occupies a quarter of the office space, and garage area. It is a single story, tilt-up building with a garage for mechanical work, cylinder storage, one dynamometer, office space, and a micro-balance room. It houses approximately seven ARB employees.

C. Who Develops and implements the Emergency Plan?

The California Highway Patrol (CHP) has jurisdiction over those matters related to the security of State-owned and -leased offices, State property, and occupants of State property pursuant to Government Code 14615(b). Within this jurisdiction the CHP may establish rules and regulations pertaining to the protection of State employees, properties, buildings and grounds, and occupants of State properties. The emergency plan for 2769 Teepee Drive, Stockton building must meet or exceed the minimum requirements established by the CHP.

The Emergency Coordinator working with the Safety Coordinator is responsible for the development and maintenance of the 2769 Teepee Drive, Stockton building Emergency Plan. This plan will be revised at a minimum of every two years. The next planned update of this plan is scheduled for June 2007.

All managers and supervisors are ultimately responsible for ensuring compliance with the facility's emergency plan. Managers and supervisors must assure that all employees know about and are prepared to follow established emergency procedures. All employees should be aware of the evacuation routes and other basic safety plan elements while on site. This plan may not be practical, safe or appropriate in every situation. When in doubt, deviate on the side of caution using common sense and good judgment.

Health & Safety Officer	Maria Loera	323-7053
Health & Safety Coordinator	Cindy Francisco	323-1158
Emergency Coordinator (EC)	Robert Ianni	322-0845 (Sac Office)
Laboratory Phone		(209) 948-7857

D. Injury and Illness Prevention Program

The Health and Safety Policy and the Injury and Illness Prevention Program Guide is an [Administrative Services Letter \(ASL\)](#) which is accessible electronically on ARB's IntraNet. The guide contains information on procedures of ARB's safety program. All managers and supervisors are responsible for ensuring compliance with the emergency plan.

E. Building Security

The 2769 Teepee Drive, Stockton is secured with key access doors, motion detector lights and an alarm system.

Anything that appears suspicious in or around the building should be reported to management.

Emergencies	9-911
California Highway Patrol, Stockton (non-emergencies)	209-943-8600
Stockton Police Department (non-emergencies)	209-937-8377
Emergency Coordinator - Robert Ianni	(209) 948-7857
	322-0845 (Sac Office)

F. After Hours Security

Employees entering after hours or on weekends must deactivate the security alarm. Employees are urged to exercise their best judgement to safely exit the building.

G. Visitors

Because of the type of facility, visitors will need to be escorted anywhere in the facility.

H. Communication

Information about safety and other important information are located on the safety bulletin board located in the office area.

I. Material Safety Data Sheet Program

Material Safety Data Sheets (MSDS) present basic information on chemical composition, physical properties, fire fighting procedures, health hazards--acute and chronic, storage and handling precautions, recommended protective equipment for workers, and an outline of emergency and first aid procedures. A binder contains the MSDSs for chemicals within the facility.

J. Exposure to Toxic or Harmful Substances

If employees believe that they have been exposed to toxic substances or harmful agents, they may record the possible exposure on HS 3 "Toxic Exposure Record" forms. The Injury and Illness Prevent Program Guide, Record Keeping Section, has more information regarding the toxic exposure record.

All employees have the right to see their personal medical and records of exposure to toxic substances or harmful physical agents. Records of exposure to toxic substances or harmful physical agents of other employees with work conditions similar to the employee are also available. These records are available by contacting Cindy Francisco, Management Services Branch at 323-1158. Copies of Cal/OSHA General Industry Safety Order 3204 may also be requested.

K. Telephone Use During Emergencies

Do not use telephones during an emergency. These lines must be kept available for emergency personnel and for communicating with staff in the building or work site. During bomb threats cell phone should never be used on or near the area where the bomb is suspected.

L. Damage Control

The Emergency Coordinator or other emergency team members may assess damage and determine immediate action necessary to control dangerous conditions before police, fire department or emergency medical personnel arrive.

DO NOT ATTEMPT ANY ACTION THAT WILL RISK INJURY TO YOURSELF OR OTHERS.

Actions which may be taken only if conditions are reasonably safe, may include:

- Fire suppression (using an extinguisher).
- Request First Aid and CPR Team Member assistance.
- Disconnect utilities and business machines.
- Protect/remove records.
- Close doors during fires, open them during bomb threats.
- Control access into areas.

M. Alarm System

There is no audible alarm system; however, it is a small enough facility that it is possible to alert other by voice.

N. Safety Committee

The Sacramento and El Monte Safety Committees meets at least quarterly. All Sacramento building safety representatives attend. The purpose of the Committee is to discuss safety issues and recommend appropriate actions. Employees who are interested in participating on the committee or who have a safety issue should contact their supervisor.

O. Required Safety Training

Personnel Protective Equipment -- Required safety equipment and protective clothing will be provided to employees according to their assigned duties and Labor Union Bargaining Agreements. Employees will be trained on their proper use.

Defensive Drivers Training -- is required for any employee who drives a vehicle while on state business. This includes state, private, and rental vehicles. The class must be attended at least every four years. The class is designed to improve driving skills, review appropriate responses for specific driving scenarios and to provide answers to individual questions.

Cardiopulmonary Resuscitation (CPR) -- is a combination of artificial respiration and artificial circulation, which should be started immediately as an emergency procedure when cardiac arrest occurs. This is required for all First Aid Staff. CPR certificates must be renewed annually or every two years as indicated on the training certificate.

Standard First Aid -- provides training in the fundamentals and skills for first aid and accident prevention. It also includes instruction in rescue breathing, adult one-rescuer CPR, and choke-rescue. This is required for all First Aid Staff. First Aid certificates must be renewed every three years.

To learn when the classes are available, contact the Training Section, Administrative Services Division at (916) 324-8893.

II. Emergency Procedures

A. Command Center

During an emergency situation the Emergency Coordinator will establish a Command Center. All emergency operations shall be directed from the Command Center. The Command Center staff will include The Emergency Coordinator,

During an emergency, call toll-free (877) 5-CALEPA or (877) 522-5372 for business resumption activities and return to work directions.

Alternate Emergency Coordinator, Recorder, Messenger and Utilities Officer. One First Aid Team member will be in close proximity to where the Command Center is located in case his/her services are needed.

B. Emergency Evacuation Procedures/Site Location

Staff will evacuate to the grass area of 2826 Teepee Drive across the street from the facility if an evacuation is necessary. Employees are to proceed directly to this area unless otherwise instructed. Please be careful crossing the street. Employees must check in so that all staff can be accounted for. After the Emergency Personnel have determined that the emergency is over, the Emergency Coordinator will advise employees to return to the building.

C. Evacuation of Persons with Disabilities (Permanent or Temporary)

Since employees who have permanent or temporary mobility disabilities or hearing impairments may need assistance during an emergency evacuation, it is important that they inform their supervisor of their physical limitations. Supervisors should alert the appropriate Emergency Aides of any employee or client with a mobility disability that may require assistance during an evacuation. Emergency Aides will escort and assist employees or clients with mobility disabilities safely out of the building. Due to the low occupancy of the facility, the Emergency Coordinator may serve in this role.

The safety, comfort and personal dignity of people with disabilities and those who receive injuries during an emergency should be considered by:

- Providing assistance in a respectful fashion, e.g., asking first.
- Checking with employees, clients, and visitors who have disabilities or those who may be medically affected by the emergency regarding their needs:
 - Locating and providing seating for people who have difficulty standing;
 - Finding adaptive mobility equipment for people with disabilities who are evacuated without their own mobility equipment so they are not left lying on the ground; and
 - Assisting with other needs, e.g., location of accessible restrooms, and water for taking medications, oxygen, etc.

If any other type of accommodation is necessary, contact your Emergency Coordinator *prior* to any emergency.

D. After Hours Evacuation

Evacuate the building, as you would normally do during regular business hours. Emergency Personnel will inform you when it is safe to return to the building.

III. Emergency Team Composition and Responsibilities

Due to the low occupancy of the facility, the Emergency Coordinator may have to serve in all the following roles.

A. Emergency Coordinator

The Emergency Coordinator the highest level emergency team member in his facility whose primary responsibility is to ensure that everyone is evacuated from the building during an emergency. The Emergency Coordinator is also responsible for:

- Establishing the Command Center
- Directing and supervising the activities during an emergency evacuation
- Assessing damage and determining actions necessary to immediately control dangerous areas or conditions.
- Ensuring that all emergency team members are trained and maintain a current roster.
- Ensuring that emergency procedures are sensitive to the needs of all employees, including those with disabilities.
- Coordinating the search for a possible explosive device, if a threat is received and directed by the California Highway Patrol. This includes public lobbies, elevators, storage rooms and restrooms.
- Coordinating and conducting evacuation drills each year to ensure and evaluate preparedness.
- If they can no longer serve as the Emergency Coordinator, they should notify the Safety Coordinator so they can be replaced.

B. Emergency Coordinator Alternate

The Emergency Coordinator Alternate assists the Emergency Coordinator and acts in his/her absence.

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- Establishing the Command Center
- Directing and supervising the activities during an emergency evacuation
- Assessing damage and determining actions necessary to immediately control dangerous areas or conditions.
- Ensuring that emergency procedures are sensitive to the needs of all employees and/or visitors, including those with disabilities.
- Coordinating the search for a possible explosive device, if a threat is received and directed by the California Highway Patrol. This includes public lobbies, elevators, storage rooms and restrooms.

- Coordinating and conducting evacuation drills each year to ensure and evaluate preparedness.

B. Emergency Coordinator Alternate

The Emergency Coordinator Alternate assists the Emergency Coordinator and acts in his/her absence.

C. First Aid Team Member

The First Aid Team Member administers first aid to injured staff until Emergency Medical Services (EMS) personnel arrive. The First Aid & CPR Team Member may be asked to provide their services at any time. The First Aid Team Member will be certified in CPR annually (or every two years if their certificate states that) and certified in First Aid every three years by a certified CPR Instructor using an approved First Aid Training Program.

D. Restroom Monitor

The Restroom Monitor primarily responsible to prevent staff from using the restroom during an emergency. The Restroom Monitor is also responsible for directing employees away to the stairwells.

E. Emergency Aides

If there is a person with a disability in the building when an evacuation is necessary, the Emergency Aide should immediately go to the location of that person and do whatever is necessary to assist the person to safety. Emergency Aides will be familiar with disability etiquette.

IV. Medical and First Aid Emergencies

A. Major Injury & Illness

- If the situation is serious, **call 9 - 911**.
- Notify the employee's supervisor and a member of the First Aid Team. Always notify your supervisor immediately of any work-related injury or illness. The First Aid Team Members are listed on the Emergency Team Members list posted in the office.
- First aid supplies are located in each laboratory and in common areas.
- If possible, emergency personnel should be provided with the appropriate MSDS for victims exposed to toxic materials.
- Nearby hospital facilities:
 - Dameron Hospital (525 West Acacia) (209) 944-5550
 - St. Joseph's Medical Center (1800 N. California) (209) 943-2000
- Poison Center: 1-800-876-4766

During an emergency, call toll-free (877) 5-CALEPA or (877) 522-5372 for business resumption activities and return to work directions.

- Complete the appropriate forms as instructed in the Injury and Illness Prevention Program Guide and the injured employee should report the injury to his/her supervisor.

B. Minor Injury or Illness

- First aid supplies are located in each laboratory and in common areas. Contact a First Aid Team Member who has been specifically trained in first aid treatment. Initiate first aid action as necessary.
- Complete the appropriate forms as instructed in the Injury and Illness Prevention Program Guide and the injured employee should report the injury to his/her supervisor.

C. First Aid Kit Contents

First aid kits must be provided and readily available to all employees. The State Administrative Manual (SAM) 2582.1 outlines what may be included in state-owned first aid kits. SAM states that assistance provided the sick or injured before medical help is available but only with the express purposes of controlling loss of blood, sustaining breathing, and reducing the effects of shock. Suitably trained personnel are highly recommended. Medical diagnosis, treatment, and provision of medicines or drugs (aspirin included) are not appropriate.

These supplies have been approved by a consulting physician, as required by General Industry Safety Orders, Section 3400 and may be placed in state-owned first aid kits:

- Sterile gauze pads 4"
- Roller gauze 1"
- Paper of adhesive tape 1/2"
- Triangular bandage
- Sterile package of Band-Aids 1"
- Sterile compress bandage 3"
- Elastic bandage 3"
- Sting swabs
- Soap cloths
- Container (sealable plastic bag with fairly heavy wall, metal or plastic box.)

All other first aid supplies determined by agencies to be necessary for their operations will need to be approved by a consulting physician (the State Medical Officer.)

The State Medical Officer, Dr. Stephen Weyers, approved for the Air Resources Board on April 16, 1998, the inclusion of:

- Surgical gloves
- CPR Microshield

V. What to Do in Case of: Fire

A. Immediate Actions

If you discover fire or smoke, you should immediately:

- Get away from the fire area.
- Pull the nearest fire alarm.
- Dial 9 - 911 and state the following:
 1. I am reporting a fire (give brief description);
 2. The address is 2769 Teepee Drive
 3. The emergency is in Room _____
 4. My name is _____
 5. My call-back number is _____
 6. Do not hang up - verify the information was received
- Contain the smoke - close doors to contain smoke and alert others to the situation. Smoke contains toxic fumes and can be deadly. Containment is vital to prevent panic, injuries and spread of fire.
- Evacuate the facility, if necessary
- Contact your supervisor or Emergency Coordinator.

B. Extinguish Small Fires

The building is equipped with smoke and CO detectors, and fire extinguishers. If there is smoke in the room, as you exit close the door to contain the smoke. Semi-annual training will be conducted in Sacramento to familiarize staff to the proper use of a fire extinguisher. Employees should only attempt to extinguish small fires that can be safely contained using an extinguisher. Always have another person standing by with another extinguisher for assistance. Remember smoke contains toxic fumes and can be deadly. The Fire Department should still be called even if the fire appears to be extinguished. Also, inform the Safety Coordinator about the incident. All discharged extinguishers must be serviced.

D. The Nearest Fire Station

The closest fire station is Station 12 at 4010 East Main Street, Stockton.

VI. Laboratory Safety Information

The laboratories in the building are equipped with a variety of safety equipment, depending upon the potential hazards in each laboratory. The safety equipment includes first aid kits, fire extinguishers, eye washes. Laboratory staff should familiarize themselves with the location and proper use of the safety equipment in their work areas.

Employees should familiarize themselves with the potential hazards and safe handling of chemicals used in their work areas. Consult the chemical MSDS before handling any unfamiliar chemical.

A. General Rules for a Laboratory

- Avoid eating, drinking, smoking, gum chewing, or application of cosmetics in areas where laboratory chemicals are present. Avoid storage or consumption of food or beverages in storage areas, refrigerator, glassware or utensils that are also used for laboratory operations.
- Handle and store laboratory glassware with care to avoid damage; do not use damaged glassware. Use extra care with Dewar flasks and other evacuated glass apparatus; shield or wrap them to contain chemicals and fragments should implosion occur.
- Avoid practical jokes or other behavior, which might confuse, startle or distract another worker.
- Do not use mouth suction for pipeting or starting a siphon.
- Confine long hair and loose clothing. Wear shoes at all times in the laboratory but do not wear sandals, perforated shoes, or sneakers.
- Keep the work area clean and uncluttered, with chemicals and equipment being properly labeled and stored; clean up the work area on completion of an operation or at the end of each day.

B. Chemical Spill Procedures

For accidents and spills:

Eye contact: promptly flush eyes with water for a prolonged period (15 minutes) and seek medical attention.

- Ingestions: Encourage the victim to drink large amounts of water; seek medical attention.
- Skin contact: Promptly flush the affected area with water and remove any contaminated clothing. If symptoms persist after washing, seek medical attention.

If the spill poses an *immediate* health hazard:

- Evacuate the affected area

VII. What to Do in Case of: Shelter in Place Procedures for Airborne Threats

Security consultants have recommended that all facilities be prepared to assist their employees to "shelter in place" in the event of an airborne threat.

The 2769 Teepee Drive, Stockton facility is one block from Highway 99 and located in an industrial park. Consequently, there is a possibility that an accident involving a vehicle carrying hazardous materials might affect the facility.

In addition, at any time the President or State and Local officials may identify heightened terrorist threat levels, which may include an airborne chemical, biological, or radiological attack that could endanger a large area. Because of the difficulties presented in protecting our employees in the event of such an attack, it is important that in this event, we implement immediate actions to avoid and/or minimize possible contamination.

The following information is intended to provide employees with guidance on emergency procedures for "shelter in place" due to airborne hazardous materials release:

1. Notification/Initiation of Action:

At a time of emergency, the Emergency Alert System should be activated via radio and television. Law enforcement could also instruct facilities to implement shelter in place procedures. They may provide further instructions based on the threat that we should follow. Anyone who hears that an event has occurred should contact the Emergency Coordinator/Alternate and the Safety Coordinator immediately.

The Safety Coordinator in Sacramento will also make every attempt to notify Emergency Coordinators as quickly as possible about such an emergency.

2. Shelter in Place Procedures

- The Emergency Coordinator or alternate will immediately implement shutting down the facility such as turning off all fans, heating and air conditioning systems. Can turn off the HVAC system from the hallway inside the facility. Due to the low occupancy of the building, all will be trained on how to shut the system off. The portable building has window air conditioner that can be shut down in case of emergency.
- Signage will be placed at all entrances that we are implementing shelter in place procedures.
- Employees will be notified by word of mouth that shelter in place procedures are in effect. No alarms will sound since we do not want employees leaving the facility. It is a very small facility.
- Staff who were inside of the building at the time of the disaster should gather inside the office building.
- Staff who were outside of the building at the time of the disaster will be allowed in the portable building to be protected from the outside air.

- Staff will be discouraged from leaving the facility. Official emergency personnel, such as the local police department or fire department officials, will direct these actions at the time of the event.
- Keep listening to the radio and/or television until you are told all is safe or you are told to evacuate.

The Emergency Coordinator will maintain a Command Center and will be in contact with the appropriate emergency personnel. The Command Center may call the non-emergency telephone number for the Stockton Police Department at (209) 937-8827 for information. If possible, the Emergency Coordinator should have access to the Internet to receive information. The Safety Coordinator will seek direction from the Governor's Joint Information Center to hear of any relevant Governor's office directives and information and will relay to the Emergency Coordinators.

If Shelter in Place Procedures are required when employee(s) are working after hours, on a weekends or holidays, the employee(s) in the facility should use their best judgement in the actions to take. They should follow the Shelter in Place procedures to the best of their ability and listen for directions from the Emergency Alert System via a radio or television.

VIII. What to Do In Case of: A Bomb Threat and Search

A. Immediate Actions.

- Dial 9-911

When you notify the California Highway Patrol of the threat, keep in mind that unless the threat indicates imminent danger, you will probably not be directed to vacate the facility.

Once you have completed the telephone report and followed all CHP directions, contact the Emergency Coordinator and your supervisor.

B. If Received By Telephone

Form ASD/MSB-197 was created to assist employees who receive a bomb threat over the telephone. It provides questions to ask and helps the employee identify helpful information about the caller, which will assist law enforcement. A copy of Form ASD/MSB-197 should be placed by each telephone. The first page of the State of California Telephone Directory also contains a helpful guide of what to do and ask in case of a bomb threat.

Ask the following questions and record the answers specifically:

- When is the bomb going to explode?
- Where is the bomb right now?

- What kind of bomb is it?
- What does it look like?
- Why did you place it?
- What is your name and call-back number?

Keep the caller on the telephone as long as possible - do not hang up the phone on which you received the call. Call and report the threat to 9-911 on a separate telephone.

Record the call, if you have the equipment. If you can't record, take notes - as detailed as you can - include the following information:

- Time and date of the call.
- EXACT WORDS of caller (or as close as possible).
- Gender and approximate age of caller.
- Accent and speech pattern/tone of voice.
- Background noises.
- Time call concluded.

C. Suspected Bomb Received by Mail

If you are uncertain about an object (letter, envelope, package) treat it as a suspected bomb.

Some characteristics to look for include:

- Foreign mail, air mail and special delivery
- Restrictive markings such as "confidential", "personal", etc.
- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles or titles with no names
- Misspellings of common words
- Oily stains or discoloration's
- No return address
- Excessive weight
- Rigid envelope
- Lopsided or uneven envelope
- Protruding wires or tinfoil
- Excessive securing material such as: masking tape, string, etc.
- Visual distractions

Actions to take include:

- DO NOT TOUCH, MOVE or DISTURB the letter, package or envelope.
- Notify other employees and evacuate the immediate area; prevent re-entry; leave doors open.

- Notify the California Highway Patrol and give the exact location and brief description of the object. Do not use a cellular phone in the vicinity of the suspicious object. If the general bomb location is unknown, all cell phone use should be curtailed (information and direction may be primarily provided by a messenger.)
- Shut off gas or fuel lines and remove flammables, if directed by the CHP or other emergency personnel.
- Notify your supervisor and the Emergency Coordinator.

D. How to Conduct a Bomb Search

If appropriate, the Emergency Coordinator will notify staff of bomb threats and will assign search duties. Employees who know the work area are the people most likely to identify foreign or suspicious objects. Therefore, if conditions exist that call for a bomb search, employees will be asked to conduct an immediate search of their work area. This is the safest and most effective method. In such a situation, an alarm will NOT sound and an evacuation will NOT be initiated, unless the threat indicates imminent danger. The fire alarm should NOT be pulled in the event of a bomb threat or search.

1. The following activities will be initiated if a search is conducted:

- Employees will search their immediate work areas or areas as directed by the Emergency Coordinator or other emergency personnel.
- Emergency Team members will search areas such as restrooms, storage rooms, and non-staff areas. The other tenants in the building must be involved in the search.

Remember you are only looking for something that does not belong there! For that purpose it is important that all work areas be kept neat and orderly so that suspicious objects are more visible and identifiable.

3. What to look for:

- Remember that most bombs do not look like bombs. Explosives may be packaged in a variety of innocent looking containers.
- Look for the unusual or something that appears to be out of place.
- Gain the assistance of other employees familiar with the area to help search.
- Anything that does not belong or whose nature and presence cannot be adequately explained is a suspicious object.

4. If you located a suspicious object:

- Assume it is dangerous.
- DO NOT TOUCH, MOVE or DISTURB the object.

- DO NOT use cell phones, remote controls or transmit radio calls in the vicinity of the suspicious object.
- Attempt to locate a possible owner of the object in the immediate vicinity.
- Notify other employees and evacuate the immediate area; prevent re-entry; leave doors open.
- Notify the CHP and give the exact location and brief description of the object.

IX. What to Do In Case of: A Earthquake

During an earthquake or tremors do the following:

- Drop to the floor and get under a desk or table or stand in a corner or in a doorway depending on your location when the earthquake occurs. In a hallway or corridor brace yourself against the wall and duck down covering your head and eyes with your arms.
- Move away from glass, brickwork, skylights, overhead objects, and top-heavy furniture.
- Do not use elevators. If you are in one when the earthquake hits, take cover against the interior wall until the elevator stops, then GET OUT on the nearest floor. Do not continue using the elevator.
- Do not rush for the doors.
- Wait for the shaking to subside, stay put for a few minutes; an aftershock usually follows within minutes. Beware of falling debris and electrical wires.
- Stay calm and wait for instructions from the Emergency Coordinator.
- If in a high-rise building, stay away from windows and outside walls. Get under a table.

Outside:

- If you are in a store, move away from display shelves containing objects that could fall. Do not rush for the exit.
- If you are outdoors, stand away from buildings, walls, trees, and power lines.
- If you are driving, pull over and stop as soon as possible, **except on or under a bridge** and listen to radio broadcasts. Stay inside your car until the shaking is over.
- After an earthquake, do not use your vehicle unless there is an emergency. Keep the streets clear for emergency vehicles.
- If you are walking on a sidewalk near a building, duck into a doorway to protect yourself from falling bricks, glass and other debris.
- If you are in a stadium or theater, stay in your seat, get below the level of the back of the seat and cover your head with your arms.

X. What to Do In Case of: A Flood

Evacuate all office spaces immediately and relocate to a safe place or the rooftops. If you have a portable radio, take it with you. Many radio stations are equipped with the Emergency Alert System (EAS) which will provide information on the floods.

- The Emergency Coordinator will seek direction from the County Office of Emergency Services at (916) 875-3099 and provide further instructions. The Coordinator should be able to learn about the timing and estimated depth of the flooding.
- Take action to prevent or reduce damage by removing records and supplies from danger areas. If possible, cover computers, typewriters, calculators, and other equipment with plastic covers to prevent or reduce water damage.

XI. What to Do In Case of: An Explosion

Leaking gas, faulty boilers or explosives can cause explosions.

- Take cover under desks, tables, or other furniture or structures, which will protect you against flying glass or debris.
- Call 9-911.
- If necessary or as directed by Emergency Personnel, evacuate the building using normal evacuation procedures.

XII. What to Do In Case of: A Weapon

Weapons are not allowed on state property. If a person appears with a weapon:

- Seek cover or escape from the area.
- If possible, contact 9 - 911.
- Warn others in the immediate vicinity.
- Close doors and alert others to do the same. Stay in protected areas.
- If possible, notify your supervisor, Emergency Coordinator and California Highway Patrol.

XIII. What to Do In Case of: An Assault

If an assault occurs:

- Call 9 - 911.
- If the person remains in the office, stay in the protected area and on the phone with 911 until the person(s) leave.
- For injuries, contact a First Aid Team Member to administer first aid to injured staff until emergency medical personnel arrive.
- Notify management, the security desk and the Emergency Coordinator.

XIV. What to Do In Case of: A Hostage Situation

If a hostage incident develops: If possible, call 9 - 911.

- Remain calm, do not panic and cooperate as necessary.
- Attempt to escape quietly without taking any risks.
- Notify management, the security desk and the Emergency Coordinator.
- If necessary, the Command Center will coordinate a building evacuation, under direction of the California Highway Patrol or local authorities.

- People involved or those closest to the incident should proceed to the Command Center and provide information to aid law enforcement authorities.

XV. What to Do In Case of: A Demonstration

Most demonstrations are peaceful, but may change quickly.

- Stay in the building, well away from demonstrators.
- Continue business as usual and do not become part of the problem.
- Obtain as much useful information about the demonstration as possible.
- If peacekeeping authorities are not present, contact your supervisor, security desk, or the California Highway Patrol.
- If necessary, monitors will be posted at exits nearest the demonstrators to redirect building occupants away from the demonstration.

XVI. Motor Vehicle Accident Reporting

ALL motor vehicle accidents involving a state-owned vehicle or any vehicle being used on state business **must be reported within 24 hours** to Administrative Services Division (ASD), Management Services Branch. The Office of Risk and Insurance Management (ORIM), Department of General Services, is responsible for the centralized management of risk and insurance needs. The Management Services Branch will serve as a liaison with ORIM and the employee. An employee involved in a motor vehicle accident must notify his/her immediate supervisor of the accident and complete the appropriate forms as instructed in the Injury & Illness Prevention Program Guide. There is also an [ASL](#) on this subject.

XVII. Questions

If you any questions regarding ARB's safety program, consult [the Injury & Illness Prevention Program Guide](#), your supervisor or contact Maria Loera at (916) 323-7053 or Cindy Francisco at (916) 323-1158.